

MINUTES FOR  
PROJECT ENGINEERS MEETING  
MONDAY JULY 28, 2003  
9:30 A.M. CONFERENCE ROOM "C"

1. CADD & PC Update.....Randy Bissette
  - Please note the handout on the new RACF password standards.
  - We still have five new workstations to be installed.
  - Project Engineers that need an upgrade on their PC see Randy.
  - The new plotter has been installed. If you need large copies, let Randy know.
  - Be sure to archive your files.
2. Engineering Study.....Greg Perfetti
  - Information shown on the Labor Market Study handout is subject to change.
  - Paper work has been submitted for 90 engineers in Structure Design for salary adjustments according to the study, retroactive to 4/12/03.
  - OSP may adjust information as presented.
  - This will not affect the P. E. money.
3. New Cell Phones.....Greg Perfetti
  - We have new Nextel cell phones with the "walkie/talkie" option.
  - Sign phones out as always before leaving the office.
  - When communicating with other D.O.T. personnel, use the "walkie/talkie" option when possible. Try out the phones to make sure you know how they work before taking them out.
4. Let List Comments.....Ricky Keith
  - We are now reviewing the 12 month Let List, the 13<sup>th</sup> month Let List, the Production Project Let List and the Design/Build Let List. I need your comments by the end of the third week in every month. The Design Status Let List Review is normally held on the fourth Tuesday.
5. New Project Assignments.....Ricky Keith
  - We recently received approximately 75 "B" project from planning. These were assigned to the Project Engineers by Ray. Please make sure that your name has been entered on the PMSS for each of the projects assigned to you

- The Bar Charts will be adjusted in October after we get the new Roadway Bar Charts.

6. Time Cards.....Ricky Keith

- Project Engineers and Ray: please turn in your time cards to me by the end of the workday on Thursday. Place them in the “in-box” on my desk so that I can sign them.
- Make sure that every time card has both signatures.
- Please make sure that Shelly has all your time cards no later than 9:00 a.m. every Friday, unless she asks for them sooner.

7. Work Bridges.....Ricky Keith

- If you get a request from Planning for information about work bridges or construction times, please let me know. Do not respond to these requests at this time. Ron Hancock is in the process of trying to work out a solution to this with Planning. This relates to the permit applications.

8. Final Plan Review.....Ricky Keith

- I would like for the TE II's that are reviewing your final plans to fill out a review sheet indicating plan deficiencies and errors. This would be similar to the one used by the plan review squad in the past. Please give Greg and myself a copy of this review sheet when your review of the final plans has been completed.

9. Overhead Signs.....Allen Raynor

- We will be implementing a pilot project to design overhead signs in-house for projects R-2000 AA, AB and AC. Hopefully this will speed up the process and reduce the number of changes required.
- Design should be complete by mid August. We will need the production project groups to furnish drafting help to get these turned in by September. This project has a December letting with an 8-week advertisement.

10. Other

- If you have not submitted new PM forms for your employees, please do so immediately.
- If you have any ideas for research topics, submit them to Tom. He will forward them to Rodger.